



Coordinator, HIV/AIDS/ Health Education

Non-Classified Classification

Open for Recruitment: October 31, 2008 – December 1, 2008

Announcement # NONCLS004062

Salary Range: \$24.04 - \$27.00 per hour (\$50,000 - \$56,160 annually)-[Plus Competitive Benefits!](#)

Location(s): Boise

SPECIAL NOTIFICATION: This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

GENERAL INFORMATION:

In collaboration with educators, students, families, local communities, business, labor, and government partners, the Office of Superintendent of Public Instruction leads, supports, and oversees K-12 education, ensuring the success of all learners. Idaho's Education System prepares each student to live, learn, and work as productive citizens in the 21st century.

The **HIV/AIDS/Health Education Coordinator** in the Idaho State Department of Education is an experienced master practitioner and administrator who, under some administrative direction, performs professional work of considerable difficulty and exercises considerable independent judgment, expertise, initiative, and leadership.

In meeting the goals and legal responsibility of the State Department of Education, the Coordinator is in a position to exercise extensive influence on curriculum, teaching and evaluation strategies, and policy development relating to HIV/AIDS and health education. The Coordinator is 1) responsible for administering the Centers for Disease Control and Prevention cooperative agreement for HIV/AIDS education, the Youth Risk Behavior Survey (YRBS), and the School Health Education Profiles (SHEP) and 2) developing training modules and conducting workshops focused on the five content standards for health education and strategies for teaching HIV/AIDS prevention.

RESPONSIBILITIES:

- Provide technical assistance to superintendents and educators related to HIV/AIDS education and health education
- Represent the State Department of Education in a professional capacity on a variety of commissions, task forces, committees and study groups
- Assess and assist in providing training in HIV/AIDS education for teachers, administrators, parents and community groups
- Research, interpret and disseminate the results of relevant studies of professional importance to local educators
- Administer and account for the CDC cooperative agreement funds
- Provide leadership to Idaho schools and communities in the areas of HIV/AIDS and health education
- Develop the cooperative agreement proposal for the CDC-funded HIV/AIDS education program
- Implement the HIV/AIDS education cooperative agreement work plan and submit required reports
- Develop and conduct training for health educators, school nurses, counselors and administrators that integrates HIV/AIDS education into health education and other curricular areas
- Collaborate with the Department of Health and Welfare and other governmental and community groups on projects associated with HIV/AIDS
- Serve on the Idaho Care and Prevention Council

- Serve on the Idaho Governor's Council on Adolescent Pregnancy Prevention
- Work with school administrators to conduct the Idaho YRBS and SHEP in a manner that will result in weighted data
- Coordinate the Healthy Schools Program that provides funding for school nurses in the highest poverty school districts

QUALIFICATIONS:

- Master's degree or equivalent from an accredited college or university with emphasis in health education or behavioral sciences
- Three years classroom experience K-12 and administrative experience is required
- Knowledge of the theory and practice of public education, including an understanding of systematic planning relating to effective school practices in the area of HIV/AIDS education and health education
- Ability to communicate orally and in writing with a variety of publics
- Considerable expertise in human relations skills; ability to administer program operations and conduct effective workshops and trainings

APPLICATION PROCEDURE:

Please submit a letter of interest, the professional staff employment application (see link below), your resume'/CV, and three letters of recommendation or the names and contact information of three professional references to:

State Department of Education
Human Resources Office
650 W. State Street
P.O. Box 83720
Boise, ID 83720-0027
Phone: (208) 332-6873
E-Mail: hr@sde.idaho.gov

Your letter of interest and/or resume should specifically address how your education and work experience meet the responsibilities, qualifications, and required skills of the position. The professional staff employment application and veteran's preference information can be found at:

<http://www.sde.idaho.gov/JobOpenings/default.asp>

Application materials may be dropped off, mailed, faxed or submitted electronically. By electronic submission, applicants certify that the information they are providing is true and correct even without an actual signature.

Interested candidates should submit a complete application packet as soon as possible.

Application review and screening will **begin immediately** and continue until the position has been filled.

Interviews will begin the week of November 17, 2008. This announcement is scheduled to close December 1, but may be closed early, without notice, if an appointment has been made.

**Thank you for your interest in employment with the
 State Department of Education!**

OVERTIME NOTICE:

At the discretion of the appointing authority, compensatory time off may be provided in lieu of overtime cash compensation.

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations.